



# **Fairfax County Commission For Women**

**12000 Government Center Parkway, Suite 318**

**Fairfax, Virginia 22035**

**(703) 324-5730 Voice; (703) 324-3959 FAX; (703) 222-3504 TTY**

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Dear Friend:

The Fairfax County Commission For Women, in cooperation with the Virginia Women's Network, has developed a Talent Bank of women who wish to be considered for appointment to Fairfax County's Boards, Authorities, and Commissions (BACs). This Talent Bank is available to the Fairfax County Board of Supervisors or other appointing authorities when vacancies occur among the 70 BACs in the County. Supervisors are especially interested in women from their districts, although some at-large positions are available.

On June 7, 1993 the Commission For Women (CFW) presented its report on gender distribution among BACs. Considering that women represent slightly more than 50% of our population, the results of this study are of great concern to us. Men hold 68% of all BAC appointments; women hold 32%. These results mirror what the Virginia Women's Network discovered at the state level: men hold 71% of all state appointments; women hold 29%.

It is important that women have equal participation in such advisory groups, particularly on those boards with community impact. Such participation brings to the table the unique perspective and experiences of women, and it is an important means of breaking the glass ceiling--especially if women are considering elective office.

The Board of Supervisors approved the Commission's recommendations to consider gender in appointments and responded positively to the Commission's support of a Talent Bank. Now it is up to us. The Commission and the Virginia Women's Network need your help in encouraging women to send resumes and an application form to our Talent Bank. The attached application guidelines and supporting materials will give women some pointers on how to be considered for an appointment. **We emphasize that the skill and time commitment for boards do vary widely, so that individuals may want to familiarize themselves with our County BACs.**

Please feel free to duplicate and distribute the application form to your members or colleagues. We would also like for you to publicize this Talent Bank through your newsletter and public information channels.

**You may return the application to:**      **The Fairfax County Commission For Women**  
**Attn: Talent Bank**  
**12000 Government Center Parkway, Suite 318**  
**Fairfax VA 22035**

If you have further questions about the County's BACs, please call the Commission For Women at (703) 324-5730.

Sincerely,

Alta Newman  
Chair

Attachments:      Application Process  
                         Talent Bank Application  
                         Board Members List

## Dos & Don'ts

# FAIRFAX COUNTY TALENT BANK APPLICATION PROCESS

The Fairfax County Commission For Women, working closely with the Virginia Women's Network, has developed a County Talent Bank and application guidelines for women interested in serving on Fairfax County Boards, Authorities, and Commissions. On June 7, 1993 the Board of Supervisors affirmed the importance of gender balance and cultural diversity for board appointments.

1. Identify the member of the Board of Supervisors who represents the magisterial district in which you live. If you do not have this information, call the General Registrar's office at 222-0776.
2. You may want to identify a general area of interest or specific County boards that interest you. The Office of Public Affairs at 324-3185, has copies of the booklet "Citizen Participation in Fairfax County," which lists and describes the boards. (A copy of this booklet or a list of the advisory boards is attached.)
3. To find out more about a specific board, you may call the Office of the Clerk to the Board of Supervisors at 324-3151, the Office For Women at 324-5730, or your District Supervisor's office. Nearly all board appointments are made or confirmed by the Board of Supervisors, although some appointments are made by other appointing authorities.
4. **Complete the enclosed Talent Bank application**, attach a copy of your resume and send it to the address listed below. You can complete an application even if there are no vacancies. If you want to know what board positions are vacant, contact your District Supervisor's office or the Clerk to the Board's office.
5. You may call your District Supervisor's office to express your interest in serving and ask about the usefulness of a personal visit. (Depending on the situation a Supervisor may or may not consider this visit important.) The Supervisor may request a letter of recommendation from someone who knows your qualifications.

**Send your Talent Bank application and resume to:**

**Fairfax County Commission For Women  
Attn: Talent Bank  
12000 Government Center Parkway, Suite 318  
Fairfax, VA 22035**

Your application will be kept on file for future vacancies.

# TALENT BANK APPLICATION

Fairfax County Boards, Authorities, and Commissions

Please print or type

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_  
\_\_\_\_\_  
(Home) (Office)

Occupation/Title: \_\_\_\_\_

Employer: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Please list any paid or volunteer employment history relevant to the position.

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\_\_\_\_\_  
\_\_\_\_\_  
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Please list any relevant memberships on other commissions, civic, community organizations, inside or outside Fairfax County.

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\_\_\_\_\_  
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\_\_\_\_\_

Please list any relevant formal or informal education, training, or study.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check one:

- ☐ I am interested in serving on any board.  
☐ I am interested in serving on boards in my area of expertise.  
☐ I am interested in serving on the following board(s) (list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason  
interested:** \_\_\_\_\_

**Availability to serve** (Please check one): \_\_\_\_\_ **Daytime only** \_\_\_\_\_ **Evening only** \_\_\_\_\_ **Either Daytime or Evening**

**Name of Supervisor/District** (if known): \_\_\_\_\_

**Please mail application to: Fairfax County Commission For Women  
Attn: Talent Bank**

**12000 Government Center Parkway, Suite 318  
Fairfax, VA 22035**



## ***FAIRFAX COUNTY BOARD OF SUPERVISORS***

**Katherine K. Hanley, Chairman**

12000 Government Center Parkway  
Suite 530  
Fairfax, VA 22035  
324-2321

**Michael R. Frey**

Sully District  
5900 Centreville Road, Suite 205  
Centreville, VA 20121  
378-9393

**Gerald W. "Gerry" Hyland, Vice Chairman**

Mount Vernon District  
2511 Parkers Lane  
Alexandria, VA 22306  
780-7518

**Penelope Gross**

Mason District  
6507 Columbia Pike  
Annandale, VA 22003  
256-7717

**Sharon Bulova**

Braddock District  
4414 Holborn Avenue  
Annandale, VA 22003  
425-9300

**Dana Kauffman**

Lee District  
6121 Franconia Road  
Alexandria, VA 22310  
971-6262

**Gerald E. Connolly**

Providence District  
8739 Lee Highway  
Fairfax, VA 22031  
560-6946

**Elaine McConnell**

Springfield District  
6140 Rolling Road  
Springfield, VA 22152  
451-8873

**Catherine M. Hudgins**

Hunter Mill District  
North County Government Center  
12000 Bowman Towne Drive  
Reston, VA 20190  
478-0283

**Stuart Mendelsohn**

Dranesville  
1437 Balls Hill Road  
McLean, VA 22101  
356-0551

# DO'S AND DON'TS OF GETTING AN APPOINTMENT TO A BOARD, AUTHORITY OR COMMISSION

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Getting an appointment is a three part process: 1.) research the board, authority or commission; 2.) apply; and 3,) lobby.

1. **DO** research on the board, authority or commission before you apply. Attend board meetings and talk to members and staff. Meetings are open to the public and advertised in the Weekly Agenda. The Office For Women has information about the various boards, authorities or commissions. Know what goes on before you seek an appointment.
2. **DO** include all relevant experience on the Talent Bank application and in your resume. Be prepared to demonstrate your commitment to the community and your interest and knowledge of the board, authority or commission when writing or speaking to your supervisor. Make sure you know which Supervisor's district you live in.
3. **DO** be visible. Work on campaigns and in other public arenas where your skills and community involvement come to the attention of elected and appointed officials in Fairfax County.
4. **DO** use the influence you have. Build a network of community contacts that will make recommendations on your behalf to your Supervisor.
5. **DON'T** give up. Contact your Supervisor's office and discuss how appointments are handled and what procedures they follow. Stay in touch with your Supervisor's office on a regular basis, expressing your continued interest and updating your qualifications regularly.
6. **DO be sure of your time commitment.** Regular attendance at board meetings is expected and is important to the effectiveness of the board, authority, or commission.

## **Boards, Authorities, and Commissions of Fairfax County Government**

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### **A. Heath Onthank Memorial Award Selection Committee**

To grant recognition for outstanding accomplishments of County employees that advance and improve public service.

### **Affordable Dwelling Unit Advisory Board**

To hear and make final determinations on requests for modifications concerning the application of the Affordable Dwelling Unit Ordinance; to review and approve affordable dwelling unit prototypes to be used in setting sales prices and rents before they are established by the County Executive.

### **Aging, Commission on**

To advise the Board of Supervisors on policy in long-term care and aging; to identify unmet needs and gaps in service, especially for frail elderly; to recommend services or strategies to respond to unmet needs; and to inform the Board of Supervisors of the characteristics of the older population and its impact on County resources.

### **Agricultural and Forestal Districts Advisory Committee**

To advise the Board of Supervisors and Planning Commission regarding agricultural and forestal districts, and render expert advice on the desirability of establishing such districts, including advice as to the nature of farming and forestry and farm and forest resources within the proposed district, and the relationship of these activities to the entire County.

### **Airports Advisory Committee, Fairfax County**

To review and advise on land use, transportation planning and environmental problems (over-flight noise) in relation to Dulles and National Airports.

### **Alcohol Safety Action Program Local Policy Board**

To oversee the operation of the Fairfax Alcohol Safety Action Program.

### **Animal Care and Control Committee (ad hoc)**

To advise the Shelter Director and the Board of Supervisors on issues relating to animal health and welfare.

### **Architectural Review Board**

To advise the Board of Supervisors in its efforts to preserve historic buildings, structures and sites within the County. Additionally, all applications for rezoning, special exceptions, special permits, variances, sign permits or other construction permits, as well as all site plans, subdivision plats and grading plans for properties located within County Historic Overlay Districts must be submitted to the Architectural Review Board for recommendation and/or approval, as required by the Zoning Ordinance.

### **Athletic Council**

To advise the Board of Supervisors, the Department of Community and Recreation Services, the Park Authority, and the School Board on the management, use, allocation, and future planning of recreational resources.

### **Audit Committee**

To provide an independent means for determining how policies, programs, and resources authorized by the Board are being deployed by management consistent with the Boards' intent and in compliance with all appropriate statutes, ordinances, and directives.

### **Board of Building Code Appeals**

To hear appeals under the Virginia Uniform Statewide Building Code; New Construction and Building Maintenance Code issues and the Fire Prevention Code on decisions of the County Building Official and the Fire Official

### **Board of Equalization of Real Estate Assessment**

To increase or decrease assessments to ensure that the burden of taxation rests equally upon all citizens of the County.

### **Board of Zoning Appeals**

To hear and decide appeals from any order, requirement, decision or interpretation made by the Zoning Administrator or his/her agent in the administration or enforcement of the County Zoning Ordinance; to authorize upon application such variances from the terms of the Ordinance that are in accordance with the County Zoning Ordinance; to hear and decide applications for such special permits as are authorized by the County Zoning Ordinance.

### **Celebrate Fairfax, Inc. Board of Directors**

To plan, organize and operate fairs, festivals, and programs that strengthen the quality of life and sense of community in Fairfax County.

### **Character Counts! Task Force**

To seek opportunities to integrate character education into new and existing programs and to encourage young people and their parents to adopt and model the six pillars of trustworthiness, responsibility, caring, respect, fairness, and citizenship; to participate and actively encourage community involvement in local and national Character Counts! Public awareness programs; and to actively contribute thoughts and ideas for developing and using context and age-appropriate methods and materials for use in educational environments and the home.

### **Child Care Advisory Council**

To advise the Board of Supervisors and the Office For Children on programs and policies related to child care.

### **Civil Service Commission**

To represent the public interest in improving personnel administration; to advise the Board of Supervisors, County Executive and Human Resources Director in formulation of policies; and to act as an impartial body for employee appeals.

### **Community Action Advisory Board**

To reduce the effect of poverty on residents of Fairfax County.

### **Community Criminal Justice Board**

To oversee and evaluate community corrections and criminal justice programs.

### **Community Improvement Committee**

To advise the Board of Supervisors on

matters relating to the Community Improvement Program, to review and comment on community plans, to recommend neighborhoods for participation in the program and to recommend appropriate funding for each community improvement project.

### **Consumer Protection Commission**

To advise the Board of Supervisors on consumer affairs issues and provide periodic reports concerning legislation, to consider appeals of licensing actions of the Department of Telecommunications and Consumer Services and to recommend the allocation of Certificates of Public Convenience and Necessity for taxi operators.

### **Countywide Non-Motorized Transportation Committee**

To provide trail policy guidance to the Board of Supervisors, review trail construction priorities, oversee the Comprehensive Trails Plan and consider other trail issues of a countywide nature.

### **Criminal Justice Advisory Board**

To analyze criminal justice problems, prepare and submit plans, implement selected projects, and furnish advice and recommendations to the County Executive and, as appropriate, to the Board of Supervisors.

### **Disability Services Board (Fairfax Area)**

To advise state agencies and local governments on service needs of persons with disabilities, recommend priorities, and provide information and resource referral regarding the Americans with Disabilities Act.

### **Drinking and Driving, Oversight Commission on**

To monitor DWI prevention activities in the State and County, including the impact of new state legislation, and to make recommendations for changes as necessary.



### **Economic Development Authority**

To promote Fairfax County as a world center of commerce and trade; to attract new business and help existing businesses grow; to attract venture capital for County businesses; to help technology companies attract workers; to attract tourists to the County's historic, cultural, and recreational sites; and attract meetings, conferences and conventions to the County's hotels and meeting venues.

### **Employer Child Care Council (ad hoc)**

To promote and increase business involvement in and responsibility for childcare and early childhood education.

### **Engineering Standards Review Committee**

To provide technical, economic, environmental, and engineering advisory services to the Board of Supervisors for the annual update of the County's Public Facilities Manual.

### **Environmental Quality Advisory Council (EQAC)**

To advise the Board of Supervisors regarding environmental issues of significance to the County.

### **Fairfax-Falls Church Community Policy Management Team**

To develop interagency policies and procedures to govern the provision of services to at-risk children and families in the community.

### **Fairfax-Falls Church Community Services Board**

To coordinate, plan, and administer mental health, mental retardation and substance abuse programs for the County and the cities of Fairfax and Falls Church.

### **Geo-technical Review Board**

To review and make recommendations on geo-technical studies and associated plans submitted to the Director of the Department of Public Works and Environmental Services.

### **Health Care Advisory Board**

To advise the Board of Supervisors and develop reports and recommendations on a variety of health issues affecting Fairfax County.

### **Health Systems Agency Board**

To improve the quality of health services, both private and public, while restraining increases in health services costs.

### **History Commission**

To advise the Board of Supervisors; encourage public interest in all matters bearing on the history of Fairfax County through a program of exhibits, markers, awards and publications including both print and electronic; and to conduct an ongoing research and documentation program for historic buildings, structures and site within the County, and list these on the Fairfax County Inventory of Historic Sites.

### **Human Rights Commission**

To enforce County ordinances and regulations established to prohibit discrimination against individuals on the basis of race, sex, color, religion, national origin, marital status, disability or age in housing, public accommodations, employment, County services, private education, and credit facilities.

### **Human Services Council**

To collaborate with government and advisory boards of existing human service organizations, to report on the condition and effectiveness of the human services system, to identify and coordinate human services needs in the community and make recommendations to the Board of Supervisors about human services goals and priorities.

### **Industrial Development Authority (Fairfax County)**

To issue bonds for the purchase of the privately owned 131-bed Commonwealth Doctors Hospital.

### **Information Technology Policy Advisory Committee**

To provide the Board of Supervisors with a source of objective advice regarding information technology issues.

### **Juvenile Court Citizen Advisory Council**

To advise and cooperate with the Juvenile Court on all matters affecting the working of the law related to children, their care and protection, and to domestic relations.

### **Library Board of Trustees**

To establish and enact policies, approve the annual budget for library services to be submitted to the Board of Supervisors, and to appoint the director of Public Libraries.

### **McLean Community Center Governing Board**

To set policy and supervise operations of the McLean Community Center.

### **Northern Virginia Community College Board**

To perform such duties regarding operation of the college as delegated to it by the State Board of Community Colleges.

### **Northern Virginia Transportation Coordinating Council Citizens Advisory Committee**

To monitor and coordinate with the Transportation Coordinating Council and the Council's Technical Committee to ensure that a full range of policy viewpoints and opinions are considered, serving as a clearinghouse to bring regional perspective to common local concerns and taking an advocacy role in helping develop support for regional solutions to transportation priorities.

### **Organ and Tissue Donation and Transplantation, Commission on**

To coordinate community resources to promote awareness of organ and tissue donation and transplantation; to educate the community about the donation process; and to increase the number of County organ and tissue donors.

### **Park Authority, Fairfax County**

To make policy and serve as board of trustees for the Park Authority, which was created in 1950 to preserve open space and acquire and develop park facilities in Fairfax County. The Park Authority manages over 18,000 acres in more than 350 parks, serving as resource stewards and recreation providers.

### **Park Authority, Northern Virginia Regional**

To advise on the acquisition, construction, development, operation, and maintenance of a system of regional parks in Northern Virginia.

### **Planning Commission**

To recommend to the Board of Supervisors and/or Board of Zoning Appeals land use policies and plans that will result in orderly balanced and equitable County growth, including recommendations on all changes to the Comprehensive Plan, Zoning Ordinance and Zoning Maps, including rezonings, Public Facilities Manual and Subdivision Ordinance; to promote cooperation between Planning Commissions of the incorporated towns within the County and among Commissions in the metropolitan area; and to approve all public facilities projects.

### **Planning District Commission, Northern Virginia**

To promote more efficient coordination of local government functions which are regional in scope.

### **Plans Examiner Board, Advisory**

To make recommendations to the Board of Supervisors on the operation of a program to expedite certain site and subdivision plans, and to improve the quality of plans being submitted to the DPWES.

### **Police Officers Retirement System Board of Trustees**

To administer operation of the retirement system, including fiduciary responsibility for investment of assets, collection of contributions and disbursement of retirement and disability retirement benefits to retirees and/or beneficiaries.

### **Private Industry Council, Northern Virginia**

To provide policy guidance and exercise oversight with respect to activities under the Job Training Plan in partnership with local elected officials, to increase private sector employment opportunities for economically disadvantaged persons, and to increase the involvement of the business community in employment and training.

[Passage of the federal Workforce Investment Act of 1998 eliminates the Private Industry Council effective June 2000 and replaces it with the Local Workforce Investment Board. The new Board will be in place by July 2000.]

### **Redevelopment and Housing Authority**

To preserve and increase the amount of low and moderate-income housing for County families, and to assist in the improvement and redevelopment of older, declining areas of the County.

### **Reston Community Center Governing Body**

To set policy for the Reston Community Center in accordance with Memorandum of Understanding with the Board of Supervisors.

### **Road Viewers Board**

To review roads not in the State Secondary System and to make recommendations to the Board of Supervisors on the priorities for upgrading them using available funding.

### **Route 28 Highway Transportation District Advisory Board**

To submit annual report to the District Commission on transportation needs of the District and on Board activities and to present special reports concerning the District tax as requested by the Commission or Board of Supervisors.

### **Security Alarm Systems Commission**

To periodically review the implementation and effectiveness of the alarm ordinance and make recommendations, as appropriate, to the Board of Supervisors.

### **Small Business Commission**

To advise the Board on policies and initiatives that would promote the economic well being and development of specific segments of the business community in the County. The Commission's primary concerns are small, minority-owned and women-owned business.

### **Social Services Board, Advisory**

To review and make recommendations pertaining to the social welfare of County residents, to monitor the formulation and implementation of social welfare programs, to make recommendations on policy matters, to submit an annual report to the Board of Supervisors concerning the administration of the public welfare program and other reports that the advisory board deems appropriate.

### **Supplemental Retirement System Board of Trustees**

To administer operation of the retirement system, including fiduciary responsibility for investment of assets, collection of contributions and disbursement of retirement and disability retirement benefits to retirees and/or beneficiaries.

### **Tenant-Landlord Commission**

To advise the Board of Supervisors on tenant matters, provide reports on legislation, educate the public, represent County interests concerning landlord-tenant matters before public and private bodies at the direction of the Board of Supervisors and conduct arbitration of tenant and landlord disputes.

### **Transportation Advisory Commission**

To advise the Board of Supervisors on major transportation issues faced by the County, to provide recommendations on the overall planning and programming of transportation improvements.

### **Tree Commission**

To advise the Board of Supervisors on tree preservation requirements, to assist the Urban Forestry Branch in developing technical specifications and to provide leadership in developing an understanding of the objectives and methods of tree conservation.

### **Uniformed Retirement System**

To administer operation of the retirement

system, including fiduciary responsibility for investment of assets, collection of contributions and disbursement of retirement and disability retirement benefits to retirees and/or beneficiaries.

### **Upper Occoquan Sewer Authority**

To acquire, finance, construct, operate and maintain facilities for the abatement of pollution resulting from certain portions of Occoquan Creek.

### **Volunteer Fire Commission**

To advise the Board of Supervisors on matters related to the volunteer segment of the Fire and Rescue Department and to work closely with the County Fire Chief to perpetuate volunteerism within the department.

### **Water Authority**

To coordinate the acquisition, construction, operation and maintenance of an integrated water system in Fairfax County.

### **Wetlands Board**

To carry out the policy, standards, guidelines, and procedures necessary for the protection of the County's tidal wetlands, vegetated and non-vegetated, through a permitting system established by the State.

### **Women, Commission For**

To advise the Board of Supervisors on women's concerns and promote equal treatment for women through programs, advocacy and policy.

### **Youth Basketball Council Advisory Board**

To provide advice and assistance to the Department of Community and Recreation Services and other county agencies in matters related to youth basketball in the development, organization, management, and operation of the youth basketball league in cooperation with the County.

# TALENT BANK APPLICATION

Fairfax County Boards, Authorities, and Commissions

Please print or type

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_  
\_\_\_\_\_  
(Home) (Office)

Occupation/Title: \_\_\_\_\_

Employer: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Please list any paid or volunteer employment history relevant to the position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any relevant memberships on other commissions, civic, community organizations, inside or outside Fairfax County.

\_\_\_\_\_  
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\_\_\_\_\_

Please list any relevant formal or informal education, training, or study.

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Please check one:

- ☐ I am interested in serving on any board.  
☐ I am interested in serving on boards in my area of expertise.  
☐ I am interested in serving on the following board(s) (list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Reason**

**interested:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Availability to serve** (Please check one): \_\_\_\_\_ **Daytime only** \_\_\_\_\_ **Evening only** \_\_\_\_\_ **Either Daytime or Evening**

**Name of Supervisor/District (if**

**known):** \_\_\_\_\_

**Please mail application to: Fairfax County Commission For Women**  
**Attn: Talent Bank**  
**12000 Government Center Parkway, Suite 318**  
**Fairfax, VA 22035**